Appendix E

FORMULA FOR RECOMMENDED STAFFING:

Public Service Staff

> Hours Open Per Week
> > Total hours open per week ∕ hours in one FTE work week x 2
> Service Points
> > Hours staffed at each service point ∕ hours in one FTE work week
> Service Transactions (select one)
> > Automated: Circulation + reference transactions (including online transactions) + programs presented ∕ 60,000
> > Non-Automated: Circulation + reference transactions + programs presented ∕ 30,000
>
> **Sub-total**

Technical Services Staff

> Titles selected, acquired, cataloged ∕ 2,500
> Items processed ∕ 10,000
>
> **Sub-total**

Administrative and Other Staff

Include positions established and/or determined to be necessary for library operations, e. g., Director, Assistant Director, Business Manager, Secretary, Bookkeeper, Public Relations Officer, Systems Administrator, Network Services Manager, other technology staff, Courier, and any other staff for special services established or needed and not included in Public Service or Technical Services staff above. (**Do not include branch librarians or department head if they are counted as Public Service or Technical Services personnel. Custodial staff is not included.**)

_____
_____
_____
_____
_____
_____

> **Sub-total**

GRAND TOTAL

DEFINITIONS FOR PERSONNEL FORMULA

Hours Open Per Week: Combine hours open at all facilities for total.

FTE (Full Time Equivalency): To determine FTE's, divide hours worked by the number of hours in the library's established work week.

Work Week: Use the library's established employee work week, e. g., 40 hrs., 37 hrs., 35 hrs.

Service Points:

A.   Use any or all of the following in identifying service points that should be staffed.

   a.   Physical Location (circulation desk, reference desk, local history room, etc.)
   b.   Library Service Function (telephone reference service, ILL service, etc.)
   c.   Library Program (preschool story time, summer reading club, library-sponsored poetry festival, etc.)

B.   Determine the specific number of hours that the service point should be staffed and divide by the hours in one FTE work week.

Service Transactions: Use 60,000 as the divisor if the library is automated and 30,000 if it is non-automated.

Total Service Transactions: Use a combination of total circulation, the number of reference transactions (including online transactions), the number of programs that require staff time for planning, and other factors when applicable.

Titles Added, Acquired, Cataloged: Use total number of titles (not volumes) that were cataloged and added tot he collections. Divides by 2,500 for both automated and non-automated systems.

Items Processed: Include the total number of items processed (volumes) and divided by 10,000.

Administrative and Other Staff: Use established FTE positions, whether filled or not.